

The following is an example of a letter to parents about their child's potential eligibility for Supplemental Educational Services. Make appropriate changes to reflect your school's individual information.

Date

Free Tutoring for Your Child!

Dear Parent or Guardian:

The _____ School District is dedicated to helping your child succeed, both in school and in life. Your child may qualify for tutoring, at no cost to you, from an outside organization. This tutoring is called Supplemental Educational Services, or SES, and can provide help in reading or math to children in low-income families who attend certain Title I schools.

Under the federal law called *No Child Left Behind*, those Title I schools not meeting specified achievement levels on the state test (MAP) for two or more consecutive years are designated as being in "school improvement." A school that remains in school improvement for two or more years will offer its low-income students (those on free and reduced lunch) the opportunity to receive SES.

We encourage you to join us at an informal meeting on August _____ at _____ p.m. in the library at _____ School to discuss this tutoring opportunity. At that time you will also be able to talk with the classroom teacher about your child's specific tutoring needs.

If you cannot attend the meeting about SES on August _____ but want tutoring, please complete and return the enclosed form to [name and address] indicating your first and second choice for tutors. Those of you who attend the meeting may complete the form that night. The tutoring forms are due by [date]. You will be notified when the tutoring will start.

Enclosed is a list of frequently asked questions with answers that should help you better understand SES. We hope to see you on August _____.

Sincerely,

_____ Principal

_____ School

Enclosures

Complete the information below and return this form to the school office by **[date]**.

Supplemental Educational Services Form

I have reviewed the information about the SES/tutoring providers that are approved by the Missouri Department of Elementary and Secondary Education. I want my child to receive this tutoring.

School Name

Child's name

Grade

My choices are:

1st Choice **Name of provider:** _____

2nd Choice **Name of provider:** _____

3rd Choice **Name of provider:** _____

Parent/Guardian Name (printed)

Home Phone #

Work Phone #

Parent/Guardian Signature

Date

Supplemental Educational Services (SES) Frequently Asked Questions

_____ School will offer SES (tutoring at no cost to you) to eligible students this year in an effort to help them improve their reading or math skills.

The following questions and answers may help you understand more about SES:

1. What are Supplemental Educational Services (SES)?
SES are tutoring sessions offered outside the regular school day, usually before or after school, on weekends, or in the summer.
2. Who can receive SES?
Under federal law, only low-income students (those on free and reduced lunch) in Title I schools "in improvement" are eligible for SES. If we cannot provide SES for all interested families, we will give priority to the lowest achieving of those students.
3. Who does the tutoring?
Organizations apply to the Missouri Department of Elementary and Secondary Education to be a provider. After a selection process, the state keeps a list of approved SES (tutoring) providers. This list of providers may change from year to year. Some are school districts and some are independent organizations. Enclosed is a list of current providers serving our area with a brief summary of their services.
4. Who pays for the tutoring?
The school district will pay for the tutoring. Each child will receive an average of 40 to 60 hours of tutoring during the school year, depending on the fees charged by the provider that the parent requests.
5. Who decides on which SES provider my child will have?
Parents choose from the state's list of approved providers, but an agreement must be signed by all parties: parents, provider, and school district.
6. When does the tutoring begin?
It will begin as soon as possible in the first semester after the agreement is signed by all parties.
7. Are the tutoring sessions at our school?
Some of them may be, and some may not be. That is the decision of the provider. If the tutoring is to be done on another site, such as a community center or library, parents are responsible for transportation.
8. How often and for how many hours will my child be tutored?
The time will vary with different providers. On average, students will have two tutoring sessions a week with each session lasting for an hour or two.
9. Can these tutors help a child who has disabilities or is learning English?
Some providers have tutors specially trained to work with these children. We will need to check their qualifications.